



# ADAMS COUNTY

**COLORADO**  
BOARD OF COUNTY COMMISSIONERS

Eva J. Henry - District #1  
Charles "Chaz" Tedesco - District #2  
Emma Pinter - District #3  
Steve O'Dorisio - District #4  
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STUDY SESSION AGENDA  
TUESDAY  
February 11, 2020

*ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE*

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- |                   |                     |                                                                                                                                                                                                |
|-------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>11:00 A.M.</b> | <b>ATTENDEE(S):</b> | <b>Adam Burg / Elisabeth Rosen</b>                                                                                                                                                             |
|                   | <b>ITEM:</b>        | <b>Legislative Update</b>                                                                                                                                                                      |
| <b>11:45 A.M.</b> | <b>ATTENDEE(S):</b> | <b>Kristin Sullivan / Brian Staley / Rene Valdez</b>                                                                                                                                           |
|                   | <b>ITEM:</b>        | <b>2020 Update on Public Works Projects</b>                                                                                                                                                    |
| <b>12:15 P.M.</b> | <b>ATTENDEE(S):</b> | <b>Nancy Duncan / Mike Holub</b>                                                                                                                                                               |
|                   | <b>ITEM:</b>        | <b>Facilities FTE Request</b>                                                                                                                                                                  |
| <b>12:45 P.M.</b> | <b>ATTENDEE(S):</b> | <b>Matt Rivera / Eric Guenther</b>                                                                                                                                                             |
|                   | <b>ITEM:</b>        | <b>Park Ranger FTE</b>                                                                                                                                                                         |
| <b>1:15 P.M.</b>  | <b>ATTENDEE(S):</b> | <b>Raymond Gonzales</b>                                                                                                                                                                        |
|                   | <b>ITEM:</b>        | <b>Administrative Item Review / Commissioners Communication</b>                                                                                                                                |
| <b>1:45 P.M.</b>  | <b>ATTENDEE(S):</b> | <b>Heidi Miller</b>                                                                                                                                                                            |
|                   | <b>ITEM:</b>        | <b>Executive Session Pursuant to C.R.S. 24-6-402(b) and (e) for the Purpose of Receiving Legal Advice and Instructing Negotiators Regarding Young, Argo, Hansen, Espinosa, and Weis Claims</b> |

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

\*\*\*AGENDA IS SUBJECT TO CHANGE\*\*\*



## STUDY SESSION AGENDA ITEM

<b>DATE:</b> February 11, 2020
<b>SUBJECT:</b> 1st Update on Public Works Projects in 2020
<b>FROM:</b> Kristin Sullivan, Director of Public Works
<b>AGENCY/DEPARTMENT:</b> Public Works
<b>ATTENDEES:</b> Kristin Sullivan, Brian Staley, René Valdez
<b>PURPOSE OF ITEM:</b> Provide an overview and first update of Public Works Projects in 2020
<b>STAFF RECOMMENDATION:</b> Informational and recommendation to move forward with requested change orders and agreements.

**BACKGROUND:**

This study session will provide a general overview of the new and ongoing Public Works projects and staff will request direction on agreements or change orders as described below.

New projects being initiated this year being added to the map for residents to see:

- **62<sup>nd</sup> Avenue – Pecos Street to Washington Street**
- **Goat Hill: Irving Street, Hooker Street, Grove Street, Green Street.**
- **Goat Hill East of Federal Blvd north of W 64<sup>th</sup> Avenue**
- **Berkeley Gardens Neighborhood: W 53<sup>rd</sup> Avenue, King Street, Julian Street, Irving Street and Grove Street**
- **E 73<sup>rd</sup> Avenue Conceptual Design - Washington Street to Race St.**

The following project information and specific requests and recommendations are as follows:

- **2020 Street Paving Program**
  - Working on agreements with cities:
    - Westminster
      - Intersection of Zuni and W 84<sup>th</sup> Avenue
    - Federal Heights
      - Intersection of Pecos Street and W 84<sup>th</sup> Avenue
- **Dahlia Outfall System**
  - Agreement to add additional funds to the Dahlia Outfall system
- **ADA 5 Areas**
  - **E 68<sup>th</sup> Avenue (Washington Street to York Street)**
    - Discussion with Fischer Ditch on impacts to ditch and alternatives.
  - **E 66<sup>th</sup> Avenue (Washington Street to York Street)**
    - Discussion with Fischer Ditch on impacts to ditch and alternatives.
  - **Steele Street from the south of 86<sup>th</sup> Ave to Railroad Tracks**
    - Change Order work to start if approved for obtaining prescriptive Right-Of-Way

- E 56<sup>th</sup> Avenue (Lincoln Street to Washington Street)
  - Packaging to advertise for construction.
- E 55<sup>th</sup> Avenue – (Lincoln Street to Washington Street) – Construction completed
- **Welby Road and E 88<sup>th</sup> Avenue**
  - Under construction, in negotiations with RTD about easement or property purchase for SW corner ADA compliant ramp.
  - Gas line being relocated at SW corner of intersection.
- **York Street Phase I (SH 224 to E 78<sup>th</sup> Ave)**
  - Agreement with North Washington Street Water and Sanitation District (District) in process, terms being finalized. Scheduled to be heard by the District's board in January
  - One remaining property negotiation.
    - Negotiations on irrigation line being finalized.
  - Anticipate advertisement in February
  - Additional coordination with utilities incorporated into project
    - Estimate for additional lighting on York Street (\$250,000)
- **York Street Phase II (E 78<sup>th</sup> Ave to E 88<sup>th</sup> Ave)**
  - Additional monies being requested for a change order:
    - Landscape architect to design placemaking monuments and additional green space areas.
    - Modify design of East 78<sup>th</sup> Avenue and York Street intersection
    - Preparation of permanent easements descriptions
- **York Street Phase III (E 58<sup>th</sup> Ave to SH 224)**
  - Evaluating potential to break out into different phases.
  - Discussions started with Union Pacific Railroad.
- **Steele Street (E 86<sup>th</sup> Ave to E 88<sup>th</sup> Ave)**
  - Discussions started with property owners
- **Dahlia Street (SH 224 to E 78<sup>th</sup> Ave)**
  - South Adams County Water and Sanitation District agreement for water and sanitary improvements.
  - Temporary easements with FRICO and B & M.
  - Mile High Flood District is primary lead Dahlia Outfall trunk line improvements. Removing substantial amount of landfill materials being excavated for the Outfall System
- **Dahlia Street (E 70<sup>th</sup> Ave to SH 224)**
  - Working on Intergovernmental Agreement with City of Commerce City for reimbursement on portions of work within their ROW.
    - Have requested \$1,000,000 commitment. Still in negotiations.
- **Pecos Street (W 52<sup>nd</sup> Ave to W 58<sup>th</sup> Ave)**
  - Currently in discussions with Denver Water on obtaining a portion of their permanent easement for a 72-inch waterline.
- **E 58<sup>th</sup> Avenue (Washington Street to York Street)**
  - Agreement with Denver Rock Island Railroad in progress to allow us to build within their ROW.
  - Exchanged appraisals with residential property owner.
- **E 88<sup>th</sup> Avenue Bridge Rehabilitation**
  - Under construction, awaiting temperatures (40 degrees for 48 hours) to place waterproofing membrane and then pave.
- **E 96<sup>th</sup> Avenue Bridge over Bijou Creek (Phase I)**
  - Started construction in November. Bypass road for local use only in place.

**Other Agreements:**

- Commerce City's request for funding participation in 112<sup>th</sup> Ave. improvements
  - City staff has requested a contribution from Adams County of approximately \$400,000 for Phase I of this project
- E 88<sup>th</sup> Avenue Bridge over Wolf Creek

- Received grant for \$100,000; no agreements yet for repair. Currently recognize additional work such that bridge might need to be replaced. Over \$1,000,000 for replacement

**AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Public Works                      County Attorney's Office                      City of Thornton                      Denver Water  
 North Washington Street Water and Sanitation District                      Mile High Flood District (MHFD)  
 South Adams County Water and Sanitation District                      City and County of Denver  
 City of Westminster                      Colorado Department of Transportation (CDOT)

**ATTACHED DOCUMENTS:**

PowerPoint, Story map in ArcGIS

**FISCAL IMPACT:**

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

<b>Fund:</b>	
<b>Cost Center:</b>	

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			

New FTEs requested:                       YES                       NO

Future Amendment Needed:                       YES                       NO

**Additional Note:**

\*Proposed expenditures are covered by appropriated budget.

**APPROVAL SIGNATURES:**

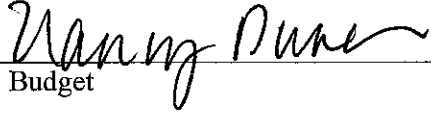


Raymond H. Gonzales, County Manager



Deputy County Manager

**APPROVAL OF FISCAL IMPACT:**



Budget

# Public Works Projects Update



## Public Works CIP Projects and Updates

New projects have been added to map

- Narrative inside of Map available to residents with locations of projects
  - <https://storymaps.arcgis.com/stories/b658d1af3a0649dda36bb7055ab18194>

Project Requests and Recommendations

- Agreements
- Change Orders



# Public Works Projects Update Requests and Recommendations

Public Works Recommends Approval of the Following Agreements:

Project	Agencies
2020 Street Paving Program	<ul style="list-style-type: none"><li>• Westminster</li><li>• Federal Heights</li></ul>
Dahlia Outfall	Mile High Flood District
Pecos Street (W 52 <sup>nd</sup> Ave to W 58 <sup>th</sup> Ave)	Denver Water
E 58 <sup>th</sup> Avenue (Washington Street to York Street)	North Washington Street Water and Sanitation District



# Public Works Projects Update Requests and Recommendations

Staff recommends approval of the following Change Orders that are within the appropriated budgets:

Project	Recommended Change Order
Dahlia Street SH 224 to I-76	Change order to perform test holes and survey to meet the SUE requirements. (\$20,000)
York Street Phase II	Change order for additional professional services such as landscape architecture, prepare permanent easement descriptions and modify the York St. Phase I design at the intersection of 78 <sup>th</sup> Ave and York Street (\$96,241)





# Public Works Projects Update Requests and Recommendations

## Westminster Agreement

## Federal Heights Agreement





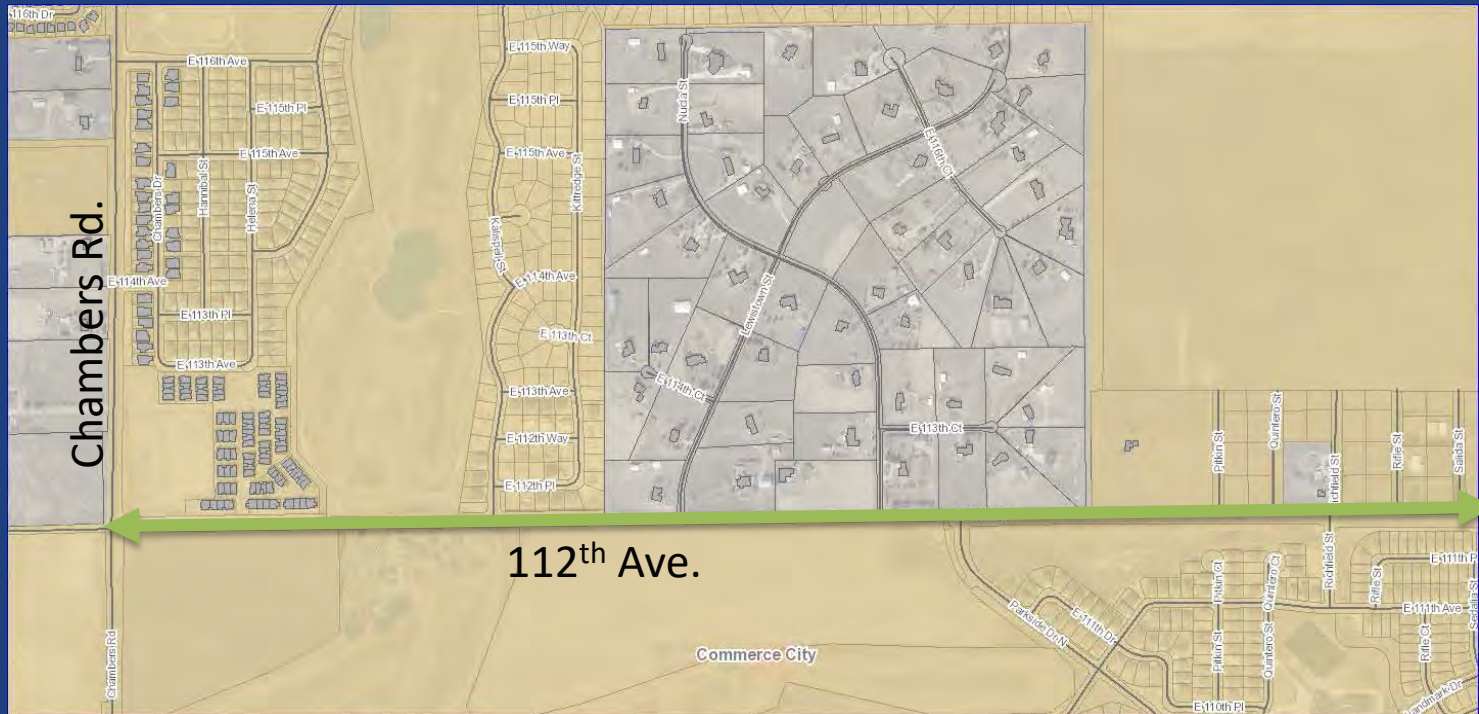
# Public Works Projects Update Requests and Recommendations





# Public Works Projects Update Requests and Recommendations

## City of Commerce City - 112<sup>th</sup> Avenue. Phase I Funding Request



Option 1 (40%): \$1,371,853

Option 2 (square footage within County ROW): \$95,814

Option 3 (square footage if alignment had followed section line): \$409,081



# Public Works Projects Update

## Requests and Recommendations

E 88<sup>th</sup> Avenue over Wolf Creek





## STUDY SESSION AGENDA ITEM

<b>DATE:</b> February 11, 2020
<b>SUBJECT:</b> FTE Request for Fleet & Facilities Management
<b>FROM:</b> Nancy Duncan, Budget Director; Mike Holub, F&FM Director
<b>AGENCY/DEPARTMENT:</b> Budget Department and Fleet & Facilities Management Department
<b>ATTENDEES:</b> Nancy Duncan and Mike Holub
<b>PURPOSE OF ITEM:</b> Receive BoCC Approval to move forward with 2.0 Additional FTE in the Facilities Department
<b>STAFF RECOMMENDATION:</b> That the BoCC approve 2.0 FTE for FFM Department

### **BACKGROUND:**

Historically, it has been difficult to retain Building Maintenance Tech employees. To be more fiscally responsible, the Budget Department has recommended an over hire process that allows for employees to be over hired for a period of 6 months. If the employee completes 6 months employment, the next step in the process is to go to the BoCC in a Public Study Session to request the position. Currently, we have 2 employees that meet that criteria in BU 2009 (SO maintenance) and BU 1079 (HSC maintenance).

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Budget Department  
Fleet & Facilities Department

### **ATTACHED DOCUMENTS:**

None

**FISCAL IMPACT:**

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

**Fund:** 1

**Cost Center:** 1079 & 2009

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			

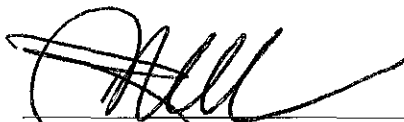
	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:	7005		\$122,000
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			

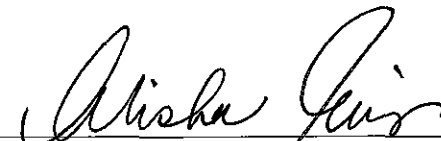
New FTEs requested:             YES             NO

Future Amendment Needed:     YES             NO

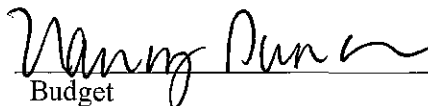
**Additional Note:**

**APPROVAL SIGNATURES:**

  
\_\_\_\_\_  
Raymond H. Gonzales, County Manager

  
\_\_\_\_\_  
Deputy County Manager

**APPROVAL OF FISCAL IMPACT:**

  
\_\_\_\_\_  
Budget



## STUDY SESSION AGENDA ITEM

<b>DATE:</b> 2/11/2020
<b>SUBJECT:</b> Parks and Trails Ranger FTE
<b>FROM:</b> Matt Rivera, Director Community Safety and Well-Being
<b>AGENCY/DEPARTMENT:</b> Community Safety and Well-Being
<b>ATTENDEES:</b> Matt Rivera, Eric Guenther, Tim Nejedlo
<b>PURPOSE OF ITEM:</b> Request FTE Position for Parks and Trails Ranger to meet Commissioner and ELT priorities.
<b>STAFF RECOMMENDATION:</b> That the Board of County Commissioners approve to move forward with the budgeting and recruitment of a Parks and Trails Ranger

### **BACKGROUND:**

Community Safety and Well-Being recently concluded a recruitment process in which we selected and hired an outstanding candidate for the Parks and Trails Ranger Supervisor position. In the course of that recruitment process an exceptional candidate was identified that the panel felt would be an ideal fit for the Park Ranger position. We'd like the opportunity to post for that position to afford a chance to consider this applicant in that process. In those discussions we've also discussed the benefit of both the Supervisor and line level employee, with unique perspective and backgrounds, working together to stand this program up.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Finance

### **ATTACHED DOCUMENTS:**

Job Description

**FISCAL IMPACT:**

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

**Fund:** 00001

**Cost Center:** TBD

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:	7005		76,190
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			<u>76,190</u>

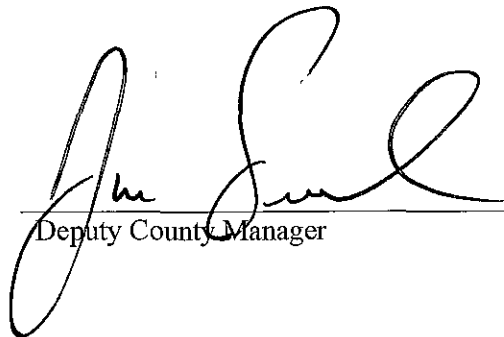
New FTEs requested:             YES             NO

Future Amendment Needed:     YES             NO

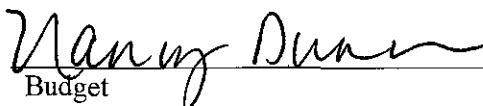
**Additional Note:**

**APPROVAL SIGNATURES:**

  
Raymond H. Gonzales, County Manager

  
Deputy County Manager

**APPROVAL OF FISCAL IMPACT:**

  
Budget



**Primary Responsibilities:**

Under general supervision, employees in this role patrol parks, trails & open spaces to provide visitors safety and resource protection, education, and ensures compliance with park rules and regulations.

This function is expected to identify and resolve problems that arise in the normal course of the work. These efforts are to provide education, safety and wellbeing for those who visit and utilize the open spaces, trail system, and park facilities within the unincorporated areas of Adams County.

**Examples of Important and Essential Duties:**

- At the direction of the Park Ranger Supervisor, develop and manage programmatic needs within areas of responsibility or as assigned to include evaluating needs/issues that arise during interaction with vulnerable populations (homeless and at-risk individuals).
- Investigates complaints concerning Adams County Regional Parks, Trails & Open Space rules and regulations.
- Patrol assigned area via vehicle, bike or on foot.
- Interact with the public and providing recreation and safety information.
- Recognize events that require the assistance of law enforcement and coordinate contact with the Sherriff's office.
- Develop and coordinates strategies for compliance and education in areas of responsibility.
- Develop, prepare and promote educational programs.
- Prepare and provide safety and public contact training to staff and volunteers.
- Work with various internal and external customers to resolve complaints and/or problems and determines solutions, mediates conflicts using conflict resolution techniques, and answer a variety of questions/concerns.
- Maintain public contact records and produce incident and criminal reports.
- Work with volunteers including Volunteer Park Patrols and Community Service Volunteers.
- Coordinate with other departments (i.e. Sheriff's Office, Parks Dept., etc.) as assigned, including Parks Management staff.
- Coordinate emergency response including administering first aid.
- Encourages regular communication and informs other staff members of relevant business issues and their impact on the organization.
- Ensures quality, effectiveness, and efficiency of unit activities and safety measures.
- Perform other related duties and responsibilities as required.

**Knowledge, Skills and Abilities:**

- Use of required safety equipment and knowledge of safety hazards and necessary safety precautions in order to establish a safe environment for self and others including anticipating unsafe circumstances and acting accordingly to prevent accidents.
- Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods, and procedures for the work unit or function.
- Ability to train and implement received training on proper, safe and appropriate use of pepper spray and other defensive equipment.

- Ability to learn and maintain CPR and first aid techniques in order to perform lifesaving measures and render first aid when needed.
- Learn the operation of computer and County-supported software, to include MS Office Suite, JD Edwards, E-Docs and other software used in the Community Safety & Well-Being Department, may include the use of Mobile Data Terminals (MDTs).
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. This may include working with vulnerable populations (homeless and at-risk individuals) and providing case support.
- Ability to remain motivated, dynamic, and engage in problem-solving throughout the day.
- Learn, interpret, and apply State and local policies, procedures, laws, and regulations.
- Learn court procedure, including, but not limited to, citation issuance and court documents.
- Enforce necessary regulations with firmness and tact while maintaining excellent customer service.

**Requirements:**

**Experience:** A combination of one (1) years of parks service (maintenance, natural science, open-space, trails, or regulation compliance), code enforcement, law enforcement, or social work. Three (3) seasons of park service will serve as a substitute for one (1) years of the experience.

Additionally, applicants must demonstrate at least one (1) years of customer service experience. Human services and/or social work experience may be substituted for customer service experience.

**Education and Training:** Bachelor's Degree in in business, social work, criminal justice, criminology, public administration, sociology or related field preferred, and may be used as a substitute for one (1) year of experience.

**License or Certificate:**

- By position, requires a valid Driver's License at the time of application.
- Possession of CPR and first aid certification by the completion of probation and must maintain throughout employment.
- Licenses and certifications must be kept current as a condition of employment.
- Background Check: Must pass a criminal background check.

**Physical Requirements:**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Balancing: maintaining body equilibrium to prevent falling over.
- Bicycling: Moving about on a mountain bike.
- Carrying: transporting an object, usually by hand, arm, or shoulder.
- Climbing: Ascending or descending objects.

- Crouching: bending body downward and forward by bending legs.
- Eye/hand/foot coordination: performing work through the use of two or more.
- Feeling: perceiving attributes of objects by means of skin receptors.
- Field of Vision: ability to adjust vision to bring objects into focus and the ability to see peripherally.
- Fingering: picking, pinching, or otherwise working with fingers.
- Handling: seizing, holding, grasping, or otherwise working with hand(s).
- Hearing: perceiving the nature of sounds by the ear.
- Kneeling: bending legs to come to rest on one or both knees.
- Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
- Reaching: extending the hands(s) and arm(s) in any direction.
- Repetitive motions: making frequent movements with a part of the body.
- Sitting: In sitting position to write a report and vehicle patrol.
- Standing: remaining on one's feet in an upright position.
- Stooping: bending the body by bending spine at the waist.
- Talking: expressing or exchanging ideas by means of spoken words.
- Vision Far acuity: ability to see clearly at 20 feet or more.
- Vision Near acuity: ability to see clearly at 20 inches or less.
- Walking: moving about on foot.

**Working Environment:**

- Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system. Potential exposure to cold temperatures, cold enough to cause bodily discomfort. Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
- Potential exposure to humid conditions with high moisture content to cause bodily reactions.
- Potential exposure to temperature changes: variations in temperature from hot to cold.
- Handles emergency or crisis situations.
- Personal Safety: aware of surroundings, people, and events.
- Subject to long, irregular hours.
- Subject to varying and unpredictable situations.
- Wet: frequent contact with water or other liquid.